

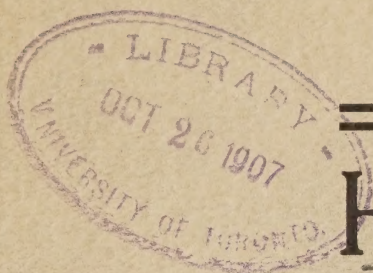
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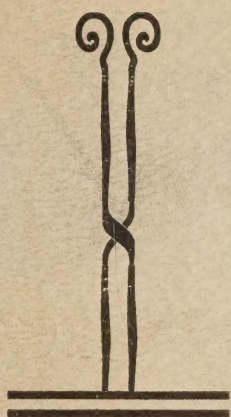
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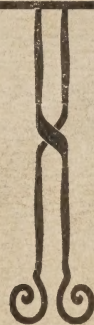
Ontario Department of Agriculture



Hand Book



Women's
Institutes



PRINTED BY ORDER OF
THE LEGISLATIVE ASSEMBLY OF THE PROVINCE OF ONTARIO

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HAND-BOOK

FOR THE USE OF

Women's Institutes

IN

ONTARIO

SUPERINTENDENT

GEO. A. PUTNAM, PARLIAMENT BUILDINGS,
TORONTO, ONTARIO.



PUBLISHED BY

THE ONTARIO DEPARTMENT OF AGRICULTURE
TORONTO.

PRINTED BY ORDER OF

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1907.

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TORONTO

To the Honourable WILLIAM MORTIMER CLARK, K.C.,
Lieutenant-Governor of the Province of Ontario.

MAY IT PLEASE YOUR HONOUR :

I have the pleasure to present herewith for the consideration of your Honour the Hand Book for Women's Institutes of Ontario for 1907.

Respectfully submitted,

NELSON MONTEITH,

Minister of Agriculture.

TORONTO, 1907.

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WOMEN'S INSTITUTES

HISTORY AND DESCRIPTION OF WORK

The Legislators of Ontario, who had the welfare of the agriculture of the Province at heart when more than thirty years ago they conceived the idea of placing agricultural education and experimental work upon some definite basis, were surprised at the rapid development of the Agricultural College and the experimental departments in connection therewith, and the establishment of live stock associations and other agricultural organizations. Many of those who had to do with this pioneer work in agricultural education and organization have passed away, and much praise is due them, and their associates who are still with us, for the wisdom displayed in keeping the agricultural work distinct and placing it upon such a sound basis. The application of scientific principles to the practical operations of the farm, and the interchange and dissemination of the results of practical experience on the part of successful farmers have increased the returns from the farm far in excess of the expenditure on account thereof. The direct gain in yield in one class of grain alone can be shown to more than cover the total cost of agricultural education and experimental work in the Province.

The fathers and sons on the farm have had exceptional opportunities for gaining knowledge bearing upon their business. For over thirty years they have had the Agricultural College, and Farmers' Institutes were established twenty-two years ago. Science and practice have walked hand in hand at the College and in Institute work; and no person doubts the beneficial results of these to the farmers.

It is a matter of some surprise and much regret that the women of the farm have until recently been largely overlooked in this educational work. In many sections of the Province the women have from the time the Farmers' Institutes were organized attended the evening sessions, but there was no special provision made for giving them instruction along lines directly bearing upon the duties devolving upon them as mothers and home-makers.

The first separate organization with this purpose in view was established less than ten years ago, and in 1900 there were only 33 Institutes with a membership of 1,600. In the year ending with June, 1907, Institutes had been established in 78 electoral districts, with organizations at 420 points, and a total membership of about 11,000. There were 3,009 meetings held during the twelve months ending with June, 1907, with an aggregate attendance of 70,161.

The marked benefits accruing to the home-makers and those dependant upon them, through the establishment of Women's Institutes, is a justification for the existence and continuance of these societies. The statement is often made that we already have a sufficient variety, and number of organizations for women. This is probably more true of the town and city than of the country. No other organization, however, seems to fill the place which the Women's Institute occupies in the lives of its members. The special advantages of the Institute are a justification, we think, of its establishment in all country districts and in many of the towns. Among these special advantages we may mention the practical nature of the work taken up, the part which each and every one can take in the meetings, if she only will, the sociability encouraged, the bringing together of the different classes and sects upon a common ground, and lastly, the worthy and comprehensive object which the Association has always in view—that of the betterment of home conditions.

SCOPE OF WORK.

Many are of the opinion that the work of the Institutes consists wholly in discussion of foods and food values, and methods in house work. True, much valuable information and many good suggestions along these lines are given and received at the Institute meetings, but it is noticeable that, in those Institutes which have been established for two or three years, a comparatively small proportion of the time is taken up with purely food subjects, and mere methods of work. A glance at the programmes given in this volume and the study of the suggested subjects will indicate more clearly than any other statement the comprehensive nature of the work undertaken, and the possibilities for good to the individual, provided the work is taken up with enthusiasm, and in a right spirit. Most of these subjects are such as bear directly upon the daily life of the home-maker, and she can, therefore, take an intelligent and profitable part in the discussion.

In many of the country districts those who have been neighbors, so far as residence is concerned, have had merely a speaking acquaintance; and it was not until the Institute came along that these so-called neighbors came to know each other, and exhibit a real neighborly spirit. The Institute affords an opportunity for all sects and classes to come together upon a common ground, and therein lies its chief strength.

The views of an Institute officer as given in a recent number of *The Farmers' Advocate* will be interesting in this connection:—

Having but recently returned from an Institute campaign, one naturally reviews the work accomplished and forecasts the future. Generally speaking, the organization is flourishing, and marked results have been obtained. When we think of over 10,000 women working for the betterment of the home (that greatest of all Institutes), we must admit that old Ontario will eventually feel the pulse of the movement. Moreover, our pioneer experiences will doubtless awaken the sister Provinces to a realization of what they may accomplish along similar lines. Our American neighbors, too, are watching our onward march with interest.

On its inception the Women's Institute grew slowly. People looked upon it with disfavor and many were the conjectures as to its value. Even yet we hear expressions of ideas such as the following:—

"If women would stay at home from the Institute Club and mind their own work, they would get along better. I never go! My own home is quite good enough for me."

Or: "Domestic Science, indeed! Give me the good old days when we cooked to suit ourselves."

I often wonder why the average mind confounds cooking with Domestic Science, and views the Institute movement from the standpoint of the things we eat. Surely we are all-round individuals, and require food for thought as well as action. Home-life has various demands; housekeeping various aspects and methods; while it is equally true that no woman has a monopoly of all the good things. By meeting together the ladies exchange ideas, and assist each other along lines relative to, not away from, the home. If the Institute movement ever degenerates so far as to take women away from their homes, and make them less worthy of womanhood, it ought to be discontinued. On the other hand, however, we find it improving both homes and communities, breaking down jealousy, uniting town and country in a common cause, engendering a friendliness heretofore unknown, and spreading useful information. As women we are awakening to the fact that our reasoning faculties were given us for use, and that we are quite capable of using them to advantage; also that what we considered our retiring nature was nothing more than self-consciousness, which is neither commendable nor to be desired in any individual.

Generally speaking, the Institute is making rapid strides, but there are some localities where it has not proven successful. Lack of punctuality, desultory meetings (due to the absence of preparation), the critical spirit, cliques, and many other things, have contributed to this end. Many women have the idea that they cannot



WOMEN'S INSTITUTE PICNIC.—The officers of the North and South Waterloo Women's Institutes have set a worthy example to other institutes in holding a joint picnic at which representatives from each Branch within the County were in attendance and made arrangements for a County Convention to be held at a later date. As will be noted, women and children of all ages were present.

give a talk on a definite subject; others are afraid of their own voices; while a third class push ahead, do the best they can, and form the backbone of the Institute.

WATERLOO, CO., ONT., Feb., 1907.

MARGARET MANSFIELD.

The many letters of appreciation received by the Department, and the excellent papers prepared upon the various subjects by those who have not previously written an essay or spoken in public, lead us to recommend, without hesitation, the establishment of these Institutes in *all* localities. We believe that those who are instrumental in establishing and carrying on the branches of the Institutes will have done more for those who come within the influence of the same, than would have resulted from an equal effort along any other line of work.

We give below the views of one of the members of the Women's Institutes as to the usefulness of the organization. The statements made by this member are well worth the consideration of all home-makers.

WHY WE SHOULD BELONG TO THE WOMEN'S INSTITUTE.

MRS. WM. WALTERS, Fordwich.

In this community, and possibly in other communities, there seems to be some prejudice against the Women's Institute, and I believe that it is due to the fact that the women are ignorant of the aims and objects of the organization. You will sometimes hear it said "I have no use for the Women's Institute," or "I can keep house just as well as those who belong." In the minds of many the mention of the Women's Institute is associated with instruction in cooking and that only. It should be remembered, however, that the work undertaken by these Institutes is most comprehensive. While the preparation of foods and their relation to the body demands a share of study of the members, attention is given to other matters that also interest the home-maker. Our handbook says that, "the objects of this organization shall be the dissemination of knowledge relating to domestic economy, including household architecture, with special attention to home sanitation, a better understanding of the economic and hygienic value of foods, clothing and fuels, and a more scientific care and training of children with a view to raising the general standard of health and morals

of our people." Truly a most worthy object, the betterment of home-life and the upbuilding of character. In this noble Canada of ours, where influential men are bending their energies to nation building and the general prosperity of this fair Dominion, is not this the time for Institute women to bend their energies to character building?

The foundation is laid in the home, and the Institute is for making women efficient in the home. 'Tis said, "The homes of a nation are its strongest forts." The hope of the country is the home; and if the most important factor in the home is the woman, who stands at the head of it, should she not be an efficient woman? If we could convince women that the Women's Institute is destined to accomplish a greater work for the home than has yet been seen, we would increase our membership more quickly. The day will come when every member will be proud that her name is enrolled, and others will be sorry for lost opportunities.

That the Women's Institute or organization is appreciated by the women of our Province is evident from the fact that in less than ten years it has grown from one Institute with a membership of not more than fifty, to 400 Institutes with a membership of eleven thousand.

We have in the Women's Institute an organization which permits of all women of the community meeting with a common object in view, no class, church or national distinction being drawn. We have no argument put forth why this organization should not meet with continued success. Its aims are most liberal, its objects helpful, and the subjects for discussion unlimited, and, as it conducts work of interest and benefit to all, there should be no doubt of its success. It should receive support and encouragement from every woman in every community fortunate enough to have a branch.

It has been said that the Farmers' Institute has been of more benefit to the farming communities than any other organization that has been introduced. The Women's Institute should surpass it, as it has a wider scope and deals with a higher subject. Since the home and the care of it is woman's proper sphere, it is right and necessary that she should fit herself to do her work in the best possible manner, and we believe the Women's Institute affords the best means to this within our reach. By attending the Institute meetings new ideas and suggestions are received and consequently there is more variety and interest in the home duties. Not many of us know so much that we cannot learn more. Whatever may be the plan that we have already followed, there may be a better one; and we should not be slow to accept suggestions,

or to follow the example of a neighbor, when by so doing we might lighten our labors and increase our pleasures. We must advance and perhaps change our ways of management. The main object of the Institute is not so much to teach members how to do this or that, but to teach them what to do.

The Institute should be of immense educational value as it teaches us to ask ourselves the question why we do this or that, and to look for better ways and means of accomplishing our work instead of doing it in a hap-hazard way. It is making pleasure of work that was before a monotonous drudgery. House-keeping, like everything else, is a pleasure or a drudgery just according to the amount of brains and energy we put into the work. The Institute affords many advantages of developing our capabilities, and gives the members a chance to tell others what experience has taught them. It gives the members a confidence in themselves in taking part in the discussions so that they forget to be afraid of the sound of their own voice. Those who prepare papers reap an additional benefit from the fact that they read more and have the information more deeply impressed on the mind.

Not least among the benefits is the social side. I think some of our members are benefited as much in that way, as in the educational line. It is the only meeting in the community which enables all the women to come together with a common interest, and to become well acquainted.

To women more than men, there is a danger of becoming narrow, and we get narrow when we live only to ourselves. An afternoon spent at the Institute is more profitable than an afternoon spent in visiting. At our church meetings we meet only those of our denomination, but in the Institute we meet and become acquainted with others whom it is a benefit and a pleasure to meet. Our interests are enlarged, our views broadened, and our lives made happier and brighter. Then by belonging to the Institute we receive some splendid literature from the Department,—literature dealing with the different subjects that home-makers should know about. Good housekeeping does not always mean home-making, but we know that home-making always means good housekeeping. Perfection in any profession means study; study and practice and a perfect system of housekeeping must be a gradual development. As members we should endeavor to increase our membership, that all may enjoy the many and varied benefits. We should increase our membership, not so much by personal canvass, though that is good, but by making our meetings so interesting and helpful that the women and girls will not want to stay away.

Those who know much should come and give others the benefit of their experience, while those who know little should come and learn. All may and can help. It is the sweet spirit of helpfulness coupled with a willingness to learn that is going to make our Institute a success, and a power for good.

Institute work must be taken up on the broad basis that it will benefit every part of the home life of every style of home; benefit all the inmates, old as well as young, touch all phases of life and all kinds of work. If there is a woman, whose love of home and family, whose pride in her district and desire that it may be advanced as others, pride in our fair Province of Ontario, is not sufficient to ensure her attendance, where benefits to all these may be secured, I do not know that it is worth while to talk further to gain her assistance. But we feel sure that if the women of each community would take the trouble to know something of the Institute, they would be proud to belong to an organization whose object is the betterment of the home-life and the upbuilding of the character of this great Province of ours.

RULES AND REGULATIONS.

In presenting herewith the new edition of the Hand Book for Ontario Women's Institutes, it has been thought well to limit it to rules and regulations governing the organization, directions and suggestions to officers, suggested topics and other matters bearing directly upon the conduct of the work. Papers and addresses upon specific subjects of interest to women will be published in the annual report and in bulletin form from time to time.

It has been found necessary, on account of the establishment of branches throughout the ridings where work has been undertaken, to somewhat change the rules and regulations. An effort has been made to so re-organize the work that the greatest efficiency will be obtained, with a minimum of formality, and still be carried on in a business-like manner.

OBJECTS.

The objects of Women's Institutes shall be the dissemination of knowledge relating to Domestic Economy, including household architecture, with special attention to home sanitation; a better understanding of the economic and hygienic

value of foods, clothing and fuel, and a more scientific care and training of children with a view to raising the general standard of the health and morals of our people; or the carrying on of any line of work, which has for its objects the uplifting of the home, or the betterment of conditions surrounding rural life. The motto adopted by the organization conveys in a word its lofty objects,—“For Home and Country.”

ORGANIZATION.

The formation of Women's Institutes shall be permitted, one for each district, as given in Schedule “A” of the “Act and Rules governing Farmers' Institutes.”

The organization of the first Institute formed in any riding, may be undertaken at a regularly called meeting of the Farmers' Institute, or at a special meeting called by the Superintendent of Farmers' and Women's Institutes, by the head of a municipality, or by any five ladies of the district. At least two weeks' notice shall be given by advertisement in two papers published in the district, or by placard, in which shall be stated the object, time and place of meeting.

Branch Institutes may be organized in any locality for the purpose of holding meetings and otherwise carrying out the aims and objects of Women's Institutes. As many Branch Institutes may be established in a district as are necessary to accommodate all parts of the district; and such Branch Institutes may be formed in any city, town, village or township, with the consent of the executive officers of the District Women's Institute. At least two weeks' notice of the organization meeting shall be given as indicated above.

In addition to the annual meeting, each Women's Institute shall hold at least four meetings each year, at which papers shall be read, and addresses delivered dealing with topics as set forth under “Objects.”

Each Branch will be entitled to the services of a speaker or speakers for at least one meeting during the year, upon the condition that the Branch concerned bears the expense in connection with the entertainment of the speaker or speakers while at the place of meeting. Unless other arrangements are made with the Superintendent, the transportation of the delegate or delegates sent out by the Department from place to place within the riding, shall be borne out of the funds of the District Institute. By mutual agreement between the officers of the District Institute and the Branch concerned, the expenses may be wholly or partly borne by the Branch.

THE DISTRICT INSTITUTE.

OFFICERS.

The officers of the Women's Institutes shall be as follows :—President, Vice-President, Secretary-Treasurer, Board of Directors; two Auditors; Committees (if thought desirable) for such purposes as :—(a) Extension of Work; (b) Programme; (c) Finance.

The President and Secretary-Treasurer shall be *ex-officio* members of all committees.

ELECTION OF OFFICERS.

The President, Vice-President and Secretary-Treasurer for the district shall be elected by the duly appointed *representatives* from the Branches at the annual meeting, and shall be the *executive officers*. It is preferable to have them chosen from among the representatives from the Branches. In exceptional cases, however, it will not be required that the President be one of the duly appointed representatives, but may be chosen from among the membership throughout the riding. The Vice-President shall be one of the duly appointed representatives.

The Secretary-Treasurer for the district may be chosen from among the representatives or otherwise.

It is well to continue the Secretary in office from year to year, provided her services are acceptable to the Institute concerned, and to the Department. It is well, generally speaking, to see that the offices of President and Vice-President are filled by persons from different portions of the riding, from year to year, keeping in view the necessity for having the President and the Secretary so located that they can communicate with each other with convenience. If it is in the best interests of the work, a President may be continued in office from year to year. Only in exceptional cases, however, should she act as the chief executive officer for more than two years. The selection of district officers is one of the greatest responsibilities resting upon the representatives to the annual meeting. With a good President, a Vice-President and a Secretary, you are practically assured of a thriving Institute.

The Board of Directors shall consist of the President, Vice-President and Secretary-Treasurer for the district, and one representative from each Branch, duly appointed as a district director by the Branch.

The names of the District Directors appointed by the Branches shall be announced at the annual meeting, and they shall be duly elected.

Two auditors, members of the Institute, but not district directors, shall be elected annually.

The election of officers shall be either by show of hands or by ballot, as may be decided by the representatives in attendance.. (See page 29.) Only duly appointed representatives are entitled to vote for district officers.

The Board of Directors for the district may add to their number one or more representatives from each municipality in which organization has not yet been effected, except in thinly settled districts, when directors may be chosen irrespective of the municipalities. The District Board of Directors may appoint from among themselves and the general membership, committees to deal with work of a district character.

If the Secretary-Treasurer resigns, or, for any cause, does not perform the duties of her office, or if she removes from the district, the President shall immediately issue a letter calling the officers and directors together, giving at least ten days' notice. In the meantime the President shall perform the duties of Secretary-Treasurer. In case the Presidency is vacant, or the President fails to perform her duties as President, the Vice-President or two of the directors shall direct the Secretary to call a meeting as indicated above. The District directors shall have power to elect officers to fill any vacancies which may occur in the District Executive. The person or persons thus elected may be from among the directors or the general membership. If the District Director of a Branch removes or resigns, the branch concerned shall, at its next regular meeting, appoint a person to fill the vacancy, and such person shall be considered a District Director from the date of appointment. The Branch Secretary shall notify the District Secretary of such appointment. In cases where a branch has failed to elect a District Director, the Secretary of the branch shall act as District Director.

Any change in the personnel of the Executive or Directorate shall be reported to the Superintendent forthwith.

The newly elected district officers shall have charge of the work of the riding at the conclusion of the annual meeting. The old district officers will be expected to complete arrangements for the regular summer series of meetings, and it would be well for one of them to attend the series. If none of the newly appointed district officers have had experience in district work one of them should accompany the old officer to the summer series of meetings.

DUTIES OF DISTRICT OFFICERS.

The PRESIDENT should be one who has had considerable to do with the work of the Institute. Her work will be chiefly that of advisor, as one of the executive officers. The District Secretary shall be guided largely by her in carrying on the work from time to time. The District President shall be expected to preside at the annual meeting. She should also visit each of the branches within the riding at least once a year, and assist in such ways as she thinks well in furthering the interests of the work. It is not wise, generally speaking, for the District President and District Secretary to visit a branch upon the same day, unless this can be done at no additional cost to either branch or district Institute. The District President shall also make it her business to enquire as to the possibilities of extending the work within the riding. She shall preside at all meetings of the Executive and the Board of Directors.

The VICE-PRESIDENT, as one of the executive officers, shall preside in the absence of the President. If the District President resigns, the Vice-President shall perform the duties of the President until another has been appointed by the District Board of Directors. The President thus appointed shall hold office until the next annual meeting.

The DISTRICT SECRETARY-TREASURER shall have the powers of a managing director, acting under the control and with the approval of the executive officers, and Board of Directors.

No funds shall be expended except upon the authority of the District Executive.

It shall be the duty of the Secretary upon the authority of the President, or any two officers or directors, to give notice of all meetings of the executive officers of the Board of Directors, and of all meetings of the Institute as required by these rules, and to keep correct minutes of the proceedings.

All official correspondence shall be conducted by the Secretary, or some person acting for her. In all correspondence relating to the Institute, the name of the Institute shall be given in full after the signature of the officer, except in cases where an official heading is used.

All reports and returns required by the Superintendent shall be made out upon forms specially provided and in the manner indicated.

The Secretary shall also keep full records of the proceedings of the Institute in a Minute Book furnished by the Department. She shall also keep a book in which shall be entered in alphabetical order the names and addresses of all members residing in the district.

It shall be the duty of the Secretary to prepare and submit to the executive the annual report, and to present the final report to the annual meeting.

Not later than the first of July of each and every year, she shall forward to the Superintendent by registered letter or otherwise, a copy of the report, which should contain the following: (1) Financial statement of funds under the control of district officers; (2) Financial statement of each Branch; (3) General statement combining the financial statement for the district and those of the several branches; (4) Statement of membership of each branch; (5) Summary of meetings for year, including the number held by each branch, as well as those under the direction of the district officers; the number of papers or addresses given, and the total attendance; (6) Names of district officers, and officers of branches for the new year.

On or before the first of July of each year, the Secretary shall send a list of members for the current membership year (beginning June 1st and ending May 31st) to the Superintendent, and on or before the first of each succeeding month, she shall furnish the names and address of additional members. Secretaries are requested to use exceptional care in giving the initials of members of the Institute. It does not answer the purpose to say "Mrs." or "Miss," without giving the initials, and it is desired that the same initials be used from year to year. Please write all names in a legible hand. All members within the district should be recorded in the membership book for the district.

Within two weeks after the close of each Institute meeting, or series of meetings, the Secretary shall forward to the Superintendent a detailed report of said meeting or meetings, in which shall be stated the name of the place or places at which sessions were held, the number of persons present at each session, the name and address of each person who read a paper or gave an address, the title of paper or address, and a comment upon its value. Reports of meetings received from Branch secretaries are to be retained by the District Secretary, and a tabulated record of the same kept in the District minute book.

On or before the first of March, the Secretary shall send to the Superintendent such reports and information as are necessary regarding the regular summer series of meetings, and the annual meeting.

The Secretary shall, when possible, secure the manuscript of papers read at meetings of branches, in order that she may have them interchanged by the branches, and, when required,

furnish the Superintendent with the same. Each Branch Institute should furnish at least one paper each year to be forwarded to the Superintendent. These papers will be published as the Department may decide, and will be returned to the Institute concerned when desired. Secretaries, or essayists are not required to rewrite papers before sending them to the Superintendent; forward them as read at local meetings.

It shall be the duty of the Secretary to notify the Superintendent as to points at which organization meetings could likely be held with success. It shall also be her duty to keep herself well posted regarding the work of the various Branches, and send to the Superintendent any information regarding these which she considers of value to him. If the District Secretary finds it difficult to get definite information from the Branch Secretaries, she should take it upon herself to communicate with the Branch Presidents, or with some of the members.

THE TREASURER. The duties of both Secretary and Treasurer are usually performed by one person. If so desired, the District Board of Directors may appoint some person other than the Secretary, to act as Treasurer. It shall be the duty of the Treasurer to receive and account for all moneys belonging to the Institute, and disburse the same under the instructions of the executive officers, without whose order no money shall be paid out. She shall also prepare in detail and present to the annual meeting a duly audited statement of receipts and expenditures. She shall also use such cash and receipt books, etc., as may be required by the Superintendent. The funds of the Institute as received by the Treasurer shall, when possible, be deposited in a chartered bank to the credit of the Institute.

EXECUTIVE OFFICERS. The executive officers shall be held responsible for carrying into effect the plans of work decided upon by the representatives at the annual meeting and the Board of Directors, and shall arrange the details of the same.

The expenses of the members of the District Executive in attending meetings other than the one held at the time of the annual meeting shall be borne out of the district funds.

DIRECTORS. It will not be necessary to call the District Board of Directors together very often. Upon the written request of two members of the Board, the President shall direct the Secretary to call a meeting of the Board.

The District Directors should be active workers in their respective branches and do all in their power not only to further the interests of the local society, but also to extend and assist the work throughout the riding.

They should by correspondence and by attending the meetings of directors called from time to time aid the District Executive in making the work successful. If a director finds it impossible to attend a directors' meeting which has been duly called, she should notify the district Secretary of her desires and views regarding the business to be brought before the meeting.



Explaining Food Chart while soup is boiling.

COMMITTEES. It will be found advantageous in many ridings to appoint committees to take charge of special features of the work in the riding, such as, district conventions, interchange of talent by the branches, extension of work within the riding, programmes for meetings, co-operative work among the Institute members, etc. These committees may be appointed from among the directorate, or the directorate and general membership. The District President and Vice-President shall be *ex-officio* members of all such committees. A chairman shall be named for each committee.

THE BRANCH INSTITUTE.

OFFICERS.

President, Vice-President, Secretary-Treasurer, Directors (3 or more), two Auditors, Committees (if thought desirable), Programme, Membership, Finance, etc.

The President and Secretary shall be *ex-officio* members of all committees.

ELECTION OF OFFICERS.

The members present at the annual meeting shall elect officers, consisting of President, Vice-President, Secretary-Treasurer, and three or more directors, depending upon the membership. Where the membership is more than 25, it would be well to have an additional director for each 20 members. This is a matter which must be left to the discretion of the members of the Institute concerned.

Committees to look after *programmes*, places to hold *meetings*, *invitations and membership*, *finance*, etc., may be appointed by the Board of Directors as occasion may require. These committees may be chosen from among the directors and other members of the Institute. The President and Secretary-Treasurer shall be *ex-officio* members of all committees.

Where there are three or more Branches in a riding, each branch, at its annual meeting, shall appoint representatives to the annual meeting for the district. When there are only two branches in a riding, there should be an understanding between their officers as to whether or not they will have officers for district purposes separate and distinct from the officers of the first organized Institute in the district. Upon the request of the officers of either branch, arrangements shall be made for the election of district officers separate from the officers of the first formed branch. The officer in a branch may also act as a district officer. Until arrangements are made for the election of district officers, the officers of the first formed branch shall have charge of the work in the district under the direction of the Department of Agriculture. They should, however, confer with the officers of the other branch as to the possibilities of extending the work, the holding of joint meetings, etc.

Each Branch is entitled to three representatives at the annual meeting for the district for a membership up to 25; four representatives for a membership of 26-50; five for 51-75; six for 76-100, and seven for over 100 members. The number of representatives shall be based upon the membership for the clos-

ing year. Two of the representatives from each branch should be the President and the Secretary.

Each Branch shall, at its annual meeting, elect one person to act upon the District Board of Directors throughout the year. The person so elected shall be one of the representatives to the district annual meeting. It would usually be in the best interests of the branch and the work of the district to have one of the officers of the branch either the Secretary, President, or Vice-President as a representative upon the District Board of Directors.

The Branch concerned *may* pay the expenses of the representatives in attending the annual meeting for the District. It is expected, however, that only a small proportion of the funds will be expended in this way, as most of the representatives will, no doubt, attend the annual meeting without cost to the Institute.

DUTIES OF BRANCH OFFICERS.

The PRESIDENT shall preside at all meetings of the Institute as well as at meetings of the Board of Directors. If special meetings of the whole membership of the Institute, or of the Directors, are desired, the President shall direct the Secretary to call the same.

The VICE-PRESIDENT shall perform the duties of the President in her absence.

The SECRETARY-TREASURER should attend all regular meetings of the Institute, as well as meetings of the Board of Directors, and shall keep a record of the minutes of such meetings in a book furnished for such purpose. If she is unable to attend a regular meeting of the Institute she should make arrangements, in conjunction with the President, for some person to act in her place. At the opening of each meeting, the President shall call upon the Secretary to read the minutes of the preceding meeting. As soon as these have been approved by those in attendance, the President shall sign the same. The Secretary shall also keep a record of the members of the Institute in the minute book furnished by the Department, and shall furnish these names to the District Secretary at least once each month. Great care should be exercised in giving the initials of the members, and also not to report a name more than once during the year, June 1st to May 31st. Reports of all meetings should be sent to the District Secretary upon the forms furnished for this purpose, not later than ten days after the meetings have been held. An exact record should be kept of all receipts and expenditures, and a financial statement should be furnished by the Branch Secretary to the

District Secretary not later than the 1st of June. In sending reports of meetings to the District Secretary, please indicate the name of the hall, or other place at which the meeting was held, the number in attendance, the names of the persons taking part in the programme, subjects discussed, and such other notes regarding the meeting as will be of interest. If a paper or address has proved of exceptional interest to the members, the Superintendent will be pleased to get a copy of the same. This may be sent direct to the Department. Branch Secretaries are also asked to furnish direct to the Superintendent any particulars as to new features of work which have proven interesting and beneficial to the members.

COMMITTEES. The chairman of each committee should report to the Board of Directors or at regular monthly meetings when called upon to do so by the President.

MEMBERSHIP.

While membership in the Institute carries with it many privileges and advantages, it does not entail service or responsibility. The literature furnished by the Department of Agriculture is mailed to all members, whether they attend the meetings from month to month, or not. The statistics indicate that the great majority of members take advantage of the monthly meetings, many because of the sociability enjoyed, and still more because of the real benefit derived from the papers and addresses delivered and the discussions which are a feature of nearly every meeting. You may join and "do nothing," but the likelihood is that before you are aware of it you are deeply interested and a valued active member. Every woman has some information which will be valued by the members of the Institute.

THE MEMBERSHIP YEAR AS WELL AS THE FINANCIAL YEAR shall end with May 31st, and the annual fee shall be twenty-five cents. These fees shall be retained by the Institute collecting the same. Those who join after May 1st should be considered as members for the year beginning June 1st, and their names should not be entered in the Institute books, or account taken of their fees in the finances of the Institute, until after June 1st. Many additions to the membership are secured during the winter months. In such cases it would be as well for these persons to join again in the month of June. If, however, they do not care to pay the fee so soon, they will be at liberty, of course, as all persons are, to attend the meetings of the Institute from time to time, and to take part in the discussions and programmes. They will not, however, be permitted to vote upon business matters brought

before the Institute until after they have paid the fee for the current year. The names of members must not be recorded in the books, or forwarded to the District Secretary until after the fee for the current year has been paid. All members of the Institute are to have equal rights so far as attendance at the meetings, literature, etc., are concerned, and each is entitled to the annual report of the Women's Institute as well as such bulletins and other literature for Women's Institutes as may be published from time to time.

The fees of members so located that they cannot attend the regular meetings of a branch shall be placed to the credit of the District funds. After such members express a desire to become identified with a particular branch, all subsequent fees shall be paid to the Treasurer of the branch concerned, but fees shall not be transferred from the District Treasury to any branch, or from one branch to another.

The Department should be notified of changes in address of members. A certificate of membership from a Secretary of an Institute will entitle the person concerned to the privileges of a member of any other branch with which she may become identified. She shall have the privileges of a regular member throughout the Institute year for which her fee has been paid.

SPECIAL INFORMATION FOR NORTHERN INSTITUTES.

The rules and regulations for *Branch Institutes* are applicable for the Institutes in the Northern portion of the Province, that is Parry Sound and all sections north, except that they will not be expected to elect representatives to a central annual meeting unless requested to do so by the Department of Agriculture. The Superintendent will appoint suitable persons at central points in the various districts who will perform the duties of District Secretary for the surrounding Institutes. Until such time as the Secretaries of the Branches in the Northern Districts have been directed to report to a District Secretary, they will please send reports direct to the Superintendent.

FINANCES.

The Institutes derive the money with which to carry on their work from various sources. In addition to the regular twenty-five cent membership fee, and the grant from the Department, as indicated below, appropriations are usually made by the Farmers' Institute, the county, and the township coun-

cils. Some societies also hold socials and entertainments which not only result in increased receipts but tend to advertise and popularize the society. The amount of the grant from the Farmers' Institute varies from \$5.00 to \$25.00, while the grants from the councils vary considerably, but are usually from \$10.00 to \$25.00. In a number of ridings, the Women's Institute co-operates with the Farmers' Institute in running excursions, in which case they receive a percentage of the profits therefrom.

The receipts from excursions and the grants made by the county councils should be paid to the District Treasurer. By a two-thirds vote of all the members of the District Board of Directors, a sum not in excess of one-half the grant from the county council and receipts from excursions may be divided among the branches within the riding in such proportion as the needs of the various societies would indicate. In no case, however, shall one branch be given more than twice the amount appropriated out of the district funds to any other branch within the riding.

It shall be the duty of the District Executive, together with representatives of the District Board of Directors, if so desired, to wait upon the *County Council* and the *Farmers' Institute directors* for grants. By placing before these organizations the object of the Women's Institute and giving a statement of the work being done within the riding, there is usually little difficulty experienced in securing assistance.

Application for grants from *town and township councils* shall be made by the officers of the branch or branches concerned. A branch is expected to make application only to the council of the municipality within which it is located.

REGULATIONS REGARDING LEGISLATIVE GRANTS.

A grant of \$3.00 will be made to each *Branch* upon the following conditions:—

That it has a paid membership of at least fifteen, if organized during the preceding calendar year; or a membership of ten, if organized during the current calendar year.

That at least four meetings have been held during twelve months ending May 31st. Institutes organized in current calendar year must have held at least three meetings by October 1st, to be entitled to a grant for the current year. The Department must be assured by the District Secretary or the Secretary or President of the Branch concerned that its members intend to continue to hold meetings.

That a satisfactory financial statement be furnished for the previous year.

That a list of the officers for the current year has been furnished.

GRANTS TO *District Institutes* WILL BE MADE AS FOLLOWS :

\$10.00 Regular grant.

3.00 for each Branch, up to eight, which meets with above conditions.

2.00 for each additional Branch up to fifteen.

Branch Officers who perform the duties of District Officers are expected to see that the funds intended for district purposes are expended in such a way as to further the work throughout the district, and, if there is another Branch within the riding, a fair proportion of the funds should be expended in its interests. Separate accounts must be kept of District and Branch funds, where there is more than one organization within the riding at the time the grant was made.

The reports of the District annual meeting should be sent to the Superintendent as soon as possible after July 1st. As soon as this has been received in proper form, the Superintendent will notify the Minister of Agriculture, and the legislative grant will be paid as soon as convenient. If reports are made out and forwarded promptly, all Institutes entitled to grants will receive the same some time in September or October.

EXPENDITURE OF FUNDS.

Expenditure of District Funds. The district funds shall be used for such purposes as will further the interests of the work throughout the riding, such as advertising the regular series of summer meetings, paying the expenses of the Secretary or President in attending these meetings, as well as other meetings at which it is thought that their presence would add to the interest and efficiency of the Institute, in paying the transportation of the delegates sent from the Department, postage and stationery for the District Secretary, the salary of the District Secretary, and such other expenditures as are authorized by the District Board of Directors, and are for the general advancement of the work.

The Salary of the District Secretary should be fixed by the District Board of Directors. In cases where there are three branches, it is recommended that the Secretary receive at least \$10.00 annually. In addition to this, she may receive increases as the work extends in the riding. The services of a competent Secretary should be rewarded as the work prospers in the riding.

The District Executive must see to it that the funds are so expended that each branch will receive equal benefits from the same, as far as possible. They must be guided in the expenditure of funds by the Board of Directors.

The grant made for district purposes is intended for use in an effort to extend the work throughout the riding. The appropriation made by the Department and grants by the County Council and Farmers' Institute are not intended for the sole benefit of one branch or a limited section of the riding.

The Expenditure of Branch Funds. The funds of a Branch Institute shall be expended in providing a suitable place in which to hold the meetings from month to month, in advertising these meetings, in sending notices of meetings to members, in the purchase of postage and stationery with which to carry on the necessary correspondence, entertaining delegates sent out by the Department, and in such other ways as are thought advisable by the officers of the Local Institute, bearing in mind always that whatever expenditure is made must be of such a nature that all members will have equal privileges in participating in the benefits accruing therefrom. If books are purchased, the same must be kept at some central point where all members will have access to or use of them upon equal terms. The books should also be labelled with the name of the Institute, the date of purchase and the cost. When periodicals are paid for out of Institute funds, the same should be kept in some central point, or circulated upon some definite system approved of by the majority of the members. In the event of the district funds being exhausted, and the finances of the branches warrant it, the District Board of Directors shall, by a two-thirds vote, have the power to make an assessment for the transportation of delegates in attending meetings at the branches so assessed.

Admission to meetings. Institute officers are at liberty to use their discretion as to whether or not a charge shall be made for admission to concerts, entertainments, etc., gotten up by the Institute. When, however, a speaker sent out by the Department is in attendance and her services and expenses are being paid for either in part or in full by the Department, no admission fee shall be charged. When the Institute concerned is bearing the entire travelling expenses and is paying for the services of the speaker, it is at liberty to make such charges for admission as are thought advisable by its officers. The regular meetings of the Institute are supposed to be free to all women and girls over fourteen years of age. Persons who have not paid their fee will not, however, be expected to

take any part in the business portion of the meeting or to participate in the use of periodicals, books, reports, etc. Literature from the Department will be sent only to those who have paid the regular membership fee for the current year.

ORDER OF MEETINGS.

REGULAR MEETINGS OF BRANCHES.

Opening exercises.
 Reading of minutes.
 Approval of same by the audience, and signing of minutes by the President.
 Unfinished business.
 Reports of committees.
 Business arising out of minutes and reports of committees.
 New business; miscellaneous business.
 Regular programme.
 Adjournment.

ANNUAL MEETING OF BRANCHES.

Opening exercises.
 Reading of minutes.
 Approval of same by the audience, and signing of minutes by President.
 President's address.
 Reports of committees, including report of Secretary-Treasurer.
 Business arising out of minutes and reports of committees.
 Election of officers for ensuing year.
 Appointment of representatives to District annual meeting.
 Appointment of District Director.
 New business.
 Regular programme, if one has been prepared.
 Adjournment.

ANNUAL MEETING OF DISTRICT INSTITUTE.

Opening exercises.
 Reading of minutes of last annual meeting.
 President's report and discussion thereon.
 Report of the Executive presented in writing by the Secretary-Treasurer.
 Report of the Auditors presented in writing.
 Business arising out of reports.

Election of District President, Vice-President and Secretary-Treasurer by the representatives from the various Branches.

Announcement of name of Directors and their formal election.

New business.

Regular programme.

Adjournment.

QUORUM.

Each Institute shall have power to state how many members, or what proportion of the membership, shall constitute a quorum. This should be considered at the time of the annual meeting. If no rule has been adopted, then an attendance of one-third of the membership, when it is less than thirty, shall be required; and ten, when the membership is thirty or more.

The quorum for a district annual meeting shall be one-half of representatives appointed by Branches, or a minimum of eight when the number of representatives appointed is sixteen or more.

SOME RULES FOR ORDINARY MEETINGS.

Order of Business. See page 24.

Vote on a Question. A vote may be taken on a question by a show of hands or by ballot. After a motion has been made and seconded, the next thing in order will be for the presiding officer to state the question. If it is debatable, she will call for a discussion, but if it is not she will take the vote at once. Before the vote is taken on any motion or amendment, the presiding officer shall ask, "Is the meeting ready for the question?" The question shall not be put when it is debatable so long as any member desires to speak and is in order. Should an amendment to a motion be made, the amendment should be voted upon before the original motion. The presiding officer should always call for a negative vote, unless the vote be unanimous. After the vote has been taken, the presiding officer shall announce the result. The maker of a motion can vote against it, but cannot speak against her own motion. A member cannot vote upon a question which purely affects that member and that member only, but if it relates to several members, she may. The presiding officer may vote when there is a tie, or at any time when her vote will affect the result, or when her vote will make a tie and so defeat the measure. At all other times the presiding officer cannot vote.

Except by permission of the presiding officer, no member or other person shall speak except to ask a question, or to introduce or speak to a motion.

In the discussion following the introduction of a subject, no person shall speak more than twice, nor for a longer time than five minutes, except by vote of the meeting.

When a question is under consideration, no motion shall be in order except the following :—(a) To adjourn; (b) to postpone; (c) to amend. These motions take precedence in the order named, and the first two shall be decided without debate.

A motion to reconsider any question decided by the Institute shall be in order, provided such motion be not made on the same day on which the original resolution is carried.

The following motions are not debatable, and must be voted upon without discussion or comment by either audience or presiding officer :—

To adjourn, majority.

Objections to considering the question, two-thirds vote required.

To lay on the table, i.e., to leave for consideration at a subsequent meeting, majority.

ELECTION OF OFFICERS.

Officers may be elected by vote or by acclamation. The first duty of the presiding officer is to ascertain how many in the assembly are members entitled to vote. The President may preside during the election of officers, or may call upon someone else to take the chair. When electing by vote by ballot, the chair will appoint scrutineers to distribute through the assembly slips of paper for ballot. The scrutineers will collect and count the ballots. The nomination for officers requires no seconder. When all nominations have been made and when the ballots have been distributed and time allowed for marking, the chair shall order all ballots collected, and will ask if all have voted who are entitled to vote. She will then state that the ballots have been all collected and order the scrutineer to count the same. The scrutineers may count the ballots aloud in the presence of the assembly, or they may retire. In counting the ballots all blanks are ignored and thrown out. After all ballots have been counted, the one keeping the count shall read the tally sheet. The correct form of reading the tally sheet is as follows :—

- (1) The number entitled to vote.
- (2) The number of votes cast.
- (3) The number necessary for a choice.
- (4) The number each received.

The one who receives the largest number of votes cast, the chairman shall declare elected. A member can vote for any other member for office whether such member has been nominated or not. A scrutineer may be a candidate, but after she is nominated she shall either decline the nomination or resign as scrutineer, as it would not be wise for a candidate to be allowed to count her own ballots.

When electing by vote without ballots, the chairman shall ask for nominations, the Secretary recording all such in the order of nomination.

When the nominations are closed the chair shall ask for a show of hands of those in favor of the candidate first nominated, then of those in favor of the person next nominated, etc. The person receiving the largest number of votes shall be declared elected to the office for which she has been nominated.

Committees.

Committees may be nominated by the assembly or appointed by the chair, and may be elected either by acclamation or by ballot. The chair has the right to appoint a committee only after the carrying of a motion to that effect. One person has the right to nominate one only for the committee, until all other members have had the opportunity to nominate. Standing committees are permanent committees; special and temporary committees are chosen to take charge of special subjects, and are created whenever necessary. All committees should be organized, especially temporary committees. The business in charge of the committee should be conducted the same as in that of a large body. The first one named on the committee is temporary chairman, whose business it is to obtain a list of the committee, appoint a place, set a time, and make the preliminary arrangements for a meeting. The majority of the members of a committee constitute a quorum.

The first thing to do in a committee is for the temporary chairman to call the meeting to order and ask for nomination for a Secretary. After the election of a Secretary she should call for nomination for a permanent chairman. The temporary chairman may be made a permanent one or another may be elected. The committee can then proceed to the business it was created for. Only what the majority agrees to, becomes the report of the committee. Either the chairman or the Secretary of the committee reads the report. The minority of a committee may present a minority report, which shall be heard following the report of the committee and before the latter has been acted upon.

THE ORGANIZATION AND WORK OF A BRANCH INSTITUTE.

In order that those who are not familiar with Institute work and the manner in which organizations are formed, and the work carried on, we beg to give a brief history of the organization of the work at one of our most successful Institutes.

The ladies in the vicinity of T——— first heard of the Women's Institute through the Farmers' Institute delegates who visited the locality. They also saw general notices in agricultural papers of the work in other portions of the Province. They did not, however, have a clear idea as to the nature of the work undertaken and there was very little interest manifested until the Secretary of the Farmers' Institute secured the services of a lady delegate to attend a regular series of Farmers' Institute meetings in the riding. It was with great difficulty that two or three interested ladies induced half a dozen others to attend the evening session at which both the lady and gentlemen delegates gave addresses. Mrs. B——— was doubtful as to the advisability of organizing, and stated that most of the women in the locality were good housekeepers and she did not know that much benefit would be derived from discussing topics dealing with the selection, preparation and cooking of food. The delegate explained, however, that many other topics besides purely food subjects, of general interest to home-makers were taken up at the meetings. As soon as Mrs. B——— and her friends clearly understood that the chief object of the organization is to provide a common meeting place for the home-makers (all denominations and classes) at which they may discuss anything and everything which tends to the betterment of home conditions, there was an increased interest manifested, and it was decided to form an Institute and officers were elected.

Some difficulty was experienced in getting the members to consent to give addresses or papers. The first meeting was called for one month after the date of organization, and a paper on "Canning and Preserving" was read, and discussed by all present.

The first regular monthly meeting was attended with so much interest and profit to all present that there has been a gradually increasing interest and attendance from month to month. A glance at the topics which have been taken up within the twelve months since organization will indicate the breadth of knowledge of the members and their willingness to give all the benefit of their experience and study.

Care of the Sick, Breads and their Food Values, Kitchen Garden, Vegetables as a Diet, Winter Clothing, Observations on Bread, The Uses of Lemons, The Value of Apples, and



The Orillia Women's Institute at a regular meeting five months after organization. Nearly twice the number which appear in the picture were in attendance at the afternoon and evening sessions. The time between the two sessions was spent in a sociable way. The officials of the town allow the ladies the free use of the Council Chamber and the Market Place for their regular monthly meetings.

How to Cook Them, The Spirit of Christmas, Fish, Pickling, Cheese, Value of Fruit as Food, Preparation of Meats, Christmas Gifts, House Plants and How to Grow them, Hints on the Care and Management of Children, How to Spend Winter Evenings, Household Conveniences, Laundry Work.

ANNUAL CONVENTION.

A very important feature in connection with the Institute work, and one which is full of interest and benefit to the officers and members throughout the Province, is the Annual Convention held at the Ontario Agricultural College, Guelph. These conventions have grown in interest and numbers from year to year, and that for 1906 was attended by over three hundred delegates and at most of the sessions about five hundred women were present.

The addresses and papers delivered at the convention, together with specially written papers by regular workers, and articles furnished by members of the Institutes throughout the Province, are combined in the annual report which is sent to all members.

The following report, written by a representative of the *Farmers' Advocate*, gives briefly the leading features of this gathering:

"There must be something good goin' on in Guelph," remarked the London trackman, jovially, as a score or more women, all enthusiastically talking "Institute," boarded the 2.45 p.m. train "going east;" and that something good did go on at Guelph will be heartily conceded by everyone who attended the convention held in Massey Hall, O.A.C., on December 12 and 13. Arriving somewhat late, after attending a "dem."—as the Macdonald Institute girls conveniently dub a "demonstration"—the *Farmers' Advocate* representative found the convention already well under way, with a crowded hall, Hon. Nelson Monteith in the chair, and Mr. Putnam, Superintendent of Farmers' Institutes, beginning what proved to be a most excellent address in connection with his "Review of the Year's Work." Mr. Putnam's forcefulness lies not only in his alertness and administrative ability, but also in his evident conviction of the importance of his work. He has realized—none better—that the home, the human element of the farm, should not occupy a place secondary to the crops or the stock, or the bank account resulting therefrom, and this truth he strives to impress at every opportunity.

"We have spent thousands and thousands of dollars in this Province," he said, in his address on December 12th, "in experimental work, scientific investigation, and teaching with a view to increasing the productiveness of the soil and the

quality of the grain and stock, and it is gratifying to know that the public and Legislatures are now awake to the necessity for devoting their energy and money to that education which will enable us to better feed, to better clothe, to better house, and to give better advantages for intellectual advancement to the fathers and mothers, the boys and the girls. If the moneys spent along agricultural lines have been returned to the farmers of the Province tenfold, then the moneys which may be devoted to the higher purpose which this organization has in hand will be returned a hundredfold."

Mr. Putnam was very optimistic in regard to the work which the Women's Institute is doing and is capable of doing in bringing about this raising of the people as regards comfort and development. He referred to the fact that there are enthusiastic Institutes now holding monthly meetings, even in Rainy River, Thunder Bay and Temiskaming, and urged small and struggling societies, where such exist, not to be discouraged. The success of an Institute depends almost wholly upon the efforts of its members, not upon outside lecturers. Almost every Institute contains women whose practical knowledge should make them effective teachers in meetings, and thus enable them to become powers in the communities in which they live.

A great work has been done among the 11,000 members by sending out among them scientifically-trained Institute workers, capable of inspiring those who hear their addresses and watch their demonstrations with eagerness to understand more of the whys and wherefores and underlying principles of things. At no very distant date he expects to see regular sessions of four or five days, or longer, devoted to the study of domestic science in its practical application to the farm homes. The result of such sessions would be that greater numbers would come up to the Macdonald Institute for still further study.

In planning the work for the coming year, he suggested that prizes for a special exhibit in connection with one of the regular meetings or at a local exhibition might be made a feature. The exhibits might consist of collections of weeds, flowers or vegetables collected or grown by the exhibitor, or of bread, cake, etc. A special effort should be made to interest the girls of each locality in the work. The success of the work, it is repeated, depends more upon the efficiency and enthusiasm of the local members than upon any other condition, but the fullest success must come when officers, the publishers of periodicals and the Department come to work in harmony towards the common end for which all should aim--the advancement of home and country.

Wednesday, December 12th.

MORNING

- Hon. NELSON MONTEITH, Presiding.
 10.00—National Anthem.
 10.05—Invocation.—REV. DR. BETHUNE.
 10.15—Greeting.—President G. C. CREELMAN.
 10.45—Address.—Miss AGNES SMITH, Hamilton.
 11.00—Review of Year's Work.—Geo. A. PUTNAM.
 11.20—Women's Part in Country Life.—
 Prof. W. M. HAYS, Assistant Secretary of Agriculture for the United States, Washington, D.C.

AFTERNOON.

- Mrs. L. GRAY PRICE, Presiding.
 2.00—Prevention and Treatment of Tuberculosis.—
 Dr. C. A. HODGETTS, Toronto.
 Discussion led by Miss ISOBEL RIFE, Hespeler.
 2.45—Labor Saving Devices for the House-wife.—
 Miss M. U. WATSON, Macdonald Institute.
 3.30—Address.—Recipe for a Happy Home,—
 Mrs. HELEN WELLS, Syracuse, N. Y.

EVENING.

- 7.30—Public Meeting in the City Hall.

Thursday, December 13th.

MORNING.

- Mrs. R. H. KNOWLES, Hespeler, Presiding.
 9.30—Milk :—
 Production.—Prof. H. H. DEAN.
 Care and Handling.—
 Miss L. SHUTTLEWORTH.
 From the Doctor's Point of View.—
 Dr. HELEN MACMURCHY.
 10.30—Modern Methods of Child Saving.—
 J. J. KELSO, Superintendent of Neglected and
 Dependent Children for Ontario, Toronto.
 11.15—Address.—C. C. JAMES, Deputy Minister of
 Agriculture.

AFTERNOON.

- Mrs. Dr. McCURE, Huttonville, Presiding.
 2.00—The Necessary Care of the Mouth and Teeth to
 Insure Good Health.—
 Dr. A. E. WEBSTER, Professor of Operative
 Dentistry, Royal College of Dental Surgery,
 Toronto.
 Discussion led by Dr. ANNIE ROSS, Macdonald
 Institute.
 3.15—Color in the Household.—Prof. JOHN EVANS,
 Macdonald Institute.

DELEGATES TO CONVENTION.

Full announcements regarding the programme, railway fares, billeting of delegates, appointment of delegates, expenses, etc., will be made each year.

ADVERTISING.

Each Branch shall arrange and pay for the advertising of its regular monthly meetings. When a delegate is sent from the Department to attend several meetings in a riding, the District officers, in consultation with the District directors of the Branches concerned, shall arrange and pay for the advertising. It will be found much cheaper to have the printing of bills and posters for such series of meetings done at one office, and the bills and posters sent to the different Branch secretaries for distribution. If, however, an Institute has been liberally treated by a local paper, it would, no doubt, be well, though it may cost a little more, to have the printing in connection with the advertising of a meeting, even when one of a regular series, done by the local paper. If Branch officers desire to get out hand-bills or folders for a meeting included in a series and have the printing done locally, notice to this effect should be sent to the District Secretary. The newspaper advertising in connection with the regular summer series of meetings is to be paid for out of district funds. If a Branch desires to do newspaper advertising in addition to that arranged for by the District Secretary, it may make such arrangements as are thought best with the local press, but will be expected to bear all charges for such additional advertising.

The District Executive may use its discretion as to newspaper advertising of meetings. The available funds, location of the branches, etc., must be considered in this connection.

It is well to have the regular monthly meetings of an Institute held on a given day each month, say, the second Tuesday or first Thursday. This will largely overcome the necessity for sending out notices of the meetings from month to month. It will, however, be advisable to use some means to remind the members and others who are likely to be interested of the place, date, and hour of meeting, a few days before it is to be held. In medium sized and large towns where there are likely to be counter attractions, it is considered good advertising to distribute hand-bills only a day or two before the meeting is to be held, especially when delegates from the Department are to be in attendance.

Samples of posters, handbills and folders will be sent to Institute Secretaries from time to time as a guide to them in getting out advertising material. The last page of a folder or the back of a hand-bill may be used for advertising purposes, the amount obtained for the same sometimes paying the total cost of paper and printing.

The issuing of a calendar with programmes of the monthly meetings, and advertisements on one or more sheets, is an effective way of keeping the work of the Institute prominently before the people. The editors of local papers are usually pleased to put in short reading notices of the monthly meetings. It is well to announce, through the local press, the programme, giving the names of those who are to take part in the same. A somewhat full report of the proceedings of the meetings from month to month will create a local interest which cannot be secured in any other way. Always make it clear in the announcements that all women will be made welcome to the meetings, and do not fail to specially invite young women and girls.

PROGRAMMES.

By arranging definite programmes of meetings and making announcements of the same public, the members will be induced to attend regularly, and a general interest in the work will be created in the community. It is more necessary that full particulars as to the subjects to be taken up, and the announcements of the persons who will take part in the programme, be given, than that a report of the proceedings should be given publicity, although such reports have the effect of popularizing the Institute.

See that prominence is given to each meeting, just before it is to be held.

It is always well to formally open and close a meeting. A little music, a reading or a recitation, especially if given by one of the members, will add much to the interest of the meeting, and give it the variety which is necessary in order to insure the greatest success.

Below we give forms of programmes, which we have pleasure in recommending to the Institutes:

NORTH BRANT

OFFICERS.

Hon.-President,	-	-	Mrs. (Dr.) Kitchen
President,	-	-	Mrs. S. G. Kitchen
1st Vice-Pres.,	-	-	Miss M. Lawrason
2nd Vice-Pres.,	-	-	Mrs. J. Heveron
3rd Vice-Pres.,	-	-	Mrs. W. H. Taylor
Sec.-Treas.,	-	-	Miss Ethel Clemons

Program Committee—Mrs. Heveron and
Miss M. Lawrason.

Supt. of Question Box—Mrs. Hiram Rosebrugh.

Directors—Mrs. Turnbull, Mrs. Wallace Wait, Mrs. D. Reid, Mrs. Edgar Patten, Mrs. Doud, Mrs. Alfred Smith, Mrs. H. Rosebrugh, Mrs. Jas. A. Kitchen, Miss Mary Bell, Mrs. Harry Freeman and Miss Burt.

Women's Institute

1906-'07.

ST. GEORGE BRANCH

Meetings Held in Library Hall,

ON THE

Second Wednesday of each month.

Programme.

February 14th, 1907.

2.30 p.m.

Tea—Mrs. David Reid.
Coffee—Mrs. W. H. Taylor. } Demonstrations.
Cocoa—Miss Lawrason. }

Cake Making, Cream Puffs, Tarts, etc.—
Mrs. G. Kitchen and Miss Beemer.

Report of Guelph Convention.—Mrs. J. Heveron.

March 14th.

2.30 p.m.

Raising Chickens with Incubator—Mrs. H. W. Howell.

The Selection and Care of Hens for Eggs—Mrs. W. G.
Rosebrugh and Mrs. Bonham.

Music, Its Influence in the Home—Mrs. Hawkins.
Spring Sewing—Mrs. Chalcraft.

April 11th.

2.30 p.m.

Economy in Small Things—Mrs. Alfred Smith.

The Flower Garden—Mrs. Frank Doud.

The Selection of Meats in the Market and the Best
Way to Cook Each Cut—Miss Callaghan.

The Duties of the Daughter in the Home—Miss Burt.

May 9th.

2.00 p.m.

Current Events—Mrs. Jas. A. Kitchen.

Appliances for Home Nursing—Mrs. A. Humphrey.

Fish, Different Methods of Cooking, etc.—
Mrs. Edward Ellis

Ten Books Everyone Should Read—Mrs. Green.

June 13th.

Annual Meeting and Election of Officers.

Full announcements will be made.

Music at All Meetings.

OFFICERS

PRESIDENT—Mrs. John Ward.

VICE PRESIDENT—Mrs. Jos. Davidson.

SECRETARY-TREASURER—Mrs. Jas. Gardner.



OBJECTS

“The dissemination of knowledge relating to domestic economy, including household architecture, with special attention to home sanitation; a better understanding of the economic and hygienic value of foods, clothing and fuels, and a more scientific care and training of children with a view to raising the general standing of health and morals of our people;” which practically includes any line of work which makes for the betterment of home conditions, if left in the hands of common sense, practical women of this fair Province to carry out, cannot but prove of inestimable value to those who are so fortunate as to take a part in the work, or to come under its influence.

MOTTO—“IF YOU KNOW A GOOD THING PASS IT ON.”

Programme



FOR 1907 ...

Kemble Branch of North Grey
Women's Institute

Meetings Held the Second Tuesday of Each Month 2 p m.

1907

JANUARY—Kitchens past and present.
Miss B. Carter.
Report of Guelph Convention
Mrs. Jas. Gardner.

FEBRUARY—Nut and Fruit Salads. Household
Sewing and Exchange of Patterns,
Periodicals in the Home.
Miss C. Gardner, Mrs. L. Danard,
Miss G. Jennings, Miss Mary King,
Mrs. W. Taylor.

MARCH—Simple Meals—well cooked, nicely served,
Flowers and their Culture, Useful
Hints for Spring Cleaning
Miss Clara Beckett, Mrs. Wm. Van-
stone, Mrs. Robt. Glen, Mrs. Adam
Taylor, Mrs. Geo. McCoag, Mrs. J.
Johnstone.

APRIL—The Mother's place in the Home, Preparing
and Making Hot Bed, Washing
Woollens, Care of Furs and Winter
Clothing during Summer
Mrs. Jas. West, Mrs. Wm. Westaway,
Mrs. John Ward, Mrs. J. McQuaker,
Mrs. Robt. McKinley, Mrs. John
Taylor, Mrs. Jas. Gardner.

MAY—Vegetables for Garden and Table Use
Mrs. D. McKenzie, Mrs. Geo. Van-
stone, Mrs. Jas. Carrie, Mrs. Geo.
McKenzie, Jr., Mrs. E. Crampton,
Mrs. Alex. Taylor, Election of Officers.

JUNE—Annual Meeting. Fuller announcements to
be made later.

PROGRAMME

JULY—Picnic—Committee
Mrs. Jas. Gardner, Mrs. C. Johnston,
Mrs. H. Hurlburt, Mrs. Jos. Davidson,
Mrs. J. Hales.

AUGUST Sunday dinners, Hospitality, Plants, for
winter, Care of lamps
Miss J. Cameron, Miss A. Reid, Miss
M. A. Meir, Mrs. Robt. McDowall,
Mrs. Wm. McGregor.

SEPTEMBER—Canning fruit and tomatoes, Making
pickles, Packing eggs, Lunch basket..
Mrs. F. Porter, Mrs. C. Husband,
Mrs. D. Davidson, Mrs. Geo. Beckett,
Mrs. L. Danard.

OCTOBER—Thanksgiving dinner, Economy in small
things, Demonstrations on decoration
of cakes
Mrs. Geo. McCoag, Mrs. R. Edmon-
stone, Mrs. J. Clark, Miss L. Dawson,
Mrs. Wm. Devenport, Mrs. Wm.
McGregor.

NOVEMBER—Preparing for Christmas, Christmas
gifts, Candy demonstration
Mrs. Geo. Vanstone, Miss G. Jennings,
Miss B. Gawley, Mrs. M. Hogg, Mrs.
T. Wailes, Mrs. W. McKinley, Miss
Grace Gardner.

DECEMBER—Christmas decorations for house or
table. What should Christmas mean
to me
Mrs. Jos. Davidson, Miss M. Linn,
Miss N. Wilson, Mrs. E. Hurlburt,
Miss E. Crosin, Miss May Johnston,
Mrs. Jas. Litster.

1907

WEST ELGIN
WOMEN'S INSTITUTE
Dutton Branch

PROGRAMME

1907

JAN. 25—"Apples."

Mr. J. Lyons

"The Practical with the Scientific."

Mrs. E. V. Docker

FEB. 22—"The Uses and Food Value of Eggs."

Mrs. J. L. Pearce

"Selection and Care of Hens for Eggs."

Mrs. A. F. Bobier

"Fowls as Food; Cooking and Carving."

Miss Effie Graham

MARCH 28—"Care of the Teeth."

Dr. Paton

"Sweet Pea Culture."

Miss F. McLean

APRIL 26—"Consumption: Its Prevention and Cure."

Dr. McLachlen

"Hints for the Garden."

Mrs. D. Graham

MAY 31—"Patriotism."

Mrs. R. Bobier

"Labor-Saving Appliances for the Housekeeper."

Each Member

Mrs. D. Graham,

President,

Dutton.

Miss M. C. Gow.

Sec.-Treas.,

Wallacetown.

DIRECTIONS FOR PRINTING HAND-BILLS, PROGRAMMES AND POSTERS.

Type. Avoid fancy type. Have it as heavy and distinct as can be conveniently placed upon the bill without being crowded.

Colors. Suitable colors for hand-bills and programmes are light shades of green and grey, or clear white, and the paper should be of good quality. In all cases use *black* ink. For posters, a yellow sheet is advised.

Size. The size of hand-bills may be from $5\frac{1}{2}$ x 9 inches to $6\frac{1}{2}$ x 10 inches. Posters should be about 18 x 24 inches to 20 x 27 inches.

Announcements. It is preferable to have only one meeting announced upon each hand bill, and to indicate clearly the town or village, as well as the hall or other place in which the meeting will be held. The subjects which will be taken up at a meeting should be indicated, as well as the time to be devoted to each. The names of any local persons who will take part should be announced. Advertise the meeting for an hour at which the people in the locality can reach the place of meeting. It is better to call the meeting for 2.30 and begin on time, than to call it for 1.30 or 2.00 and begin half or three-quarters of an hour late. In many sections the greatest success has attended the meetings addressed by delegates sent out by the Department when only one session is announced. If it is known that only one session will be held, the attendance at that session is more likely to be representative than when two sessions are held at one place on the same day. In the larger villages and towns it is often advisable to have both afternoon and evening sessions, especially as a great many men will likely attend the evening sessions, and the work will thus become better known in the locality, and the co-operation of the men can be secured in furthering the interests of the work. It is preferable to have one good session than to divide the interests and have two meetings which lack in interest.

SUGGESTED LINES OF WORK, BY ONE OF THE WORKERS.

We have a wonderful guide book for all kinds of work—Nature. Turn her leaves and we see system, harmony, order and beauty blended on her pages.

“Punctuality is the hinge of business.” Our meetings should commence on time and close in the same manner. “Time is money.”

Programmes should be arranged for the year's work, a given time for business and an allotted time for each person taking part in the meeting, time for discussion and incidentals. This division of time would be just to all, and no stolen or wasted hours would be the result. A good lesson would be taught—a time for everything.

Study our members and find out what each person is adapted for,—reading, talking, music, elocution or addressing an audience. With material such as this, an ideal Institute would be the result.

Have high ideals in our meetings. Though we may not reach the goal, we will get nearer perfection each day by trying to attain to the ideal. Let us have miscellaneous programmes, so that different ideas may be drawn out. Something for the farmers, the doctors, the lawyers, mechanics, bankers and poor hardworking mothers to take part in, enjoy and profit by. Thus we will become unselfish, sociable and sympathetic towards all womankind. Let us have something bright and cheerful in our meetings. "A good laugh is good for the soul." If we aim to lift our mind from the stern realities of life and bring sunshine into our homes and souls, our Institutes will do a glorious work.

If mothers can be induced to see the all-important subject of home-making in its true light, and be aroused to the necessity of educating herself along all lines pertaining to the home, then our Institute will be famed in history for teaching the most important studies to make a nation prosperous, religious and possess good citizenship. Could we ask for a more glorious work?

Our work should also extend into all homes and arouse all to the sense of being educated, so that whatever sphere of life women are placed in, the work will be made much easier because the mental faculties have been trained to self-reliance, business capability, and the power to cope with emergencies.

If we do our work well, light literature will be abolished, because women of cultivated and refined character will not have taste for trash, and the boys and girls will be trained to read the best books and fully understand the history of the present day.

Let our work include the teaching of agriculture. What beautiful comparisons of the seed, soil, fruit, and grain cultivation in nature, to the seed, atmosphere, soil and fruit in home culture. Mental, moral, and physical nature may be all developed in our Institutes. The eye, hand, ear and intellect all require training, and more pleasure and profit will be gained in this life by cultivating these organs.

HOW TO GET GIRLS TO TAKE PART IN INSTITUTE.

This is a problem worthy of consideration, as the girls of to-day will be the future women. We cannot expect girls to work along the same lines as their mothers, for everything changes so quickly, even methods of work.

We do want the young girls in our Institute. Their presence is an inspiration, and they help all to feel young and cheerful. They are bright flowers which shed their fragrance around. We will have to induce our girls to assist in the active work. Would it not be pleasant to see a mother president, and her daughter acting on some of the committees, and later occupy one of the important offices of the society? Youth would profit by the advice of the experienced, and mothers would keep young by associating with our girls. As girls are all supposed to be home-makers and housekeepers, it would be well to sympathize with and instruct them in the best ways of performing those duties.

Let us have days for girls to bring needlework and inspect it, and give prizes for best stitches,—such as hemming, darning, making button-holes, hem-stitching. A foundation would thus be laid for one of the best accomplishments of a young lady, viz., a good needlewoman.

Elocution and recitations mingled with our dry subjects produce an agreeable change. We want a little sentiment in our meetings, as well as bold facts. Let the young supply music in meetings. They will bring music into our lives and we all certainly require this.

We should study the girls with a view to gaining their sympathy. Let us have cake day, candy day, or salad day, and have all the young girls bring something they have made and give recipes.

It is more difficult to enlist the town or city girls in our work, as they have many other interests. We must endeavor to solve the problem, however, and let us all work to this purpose. Do all we can to interest the girls and instruct and teach them to be good housewives and honored mothers.

SUGGESTED TOPICS FOR STUDY.

The accompanying list of suggested topics will be found of great value in preparing work for the year. An effort should be made to enlist the services and sympathies of the young ladies and girls of the locality. While it is somewhat difficult to get the younger members of the community to give addresses or papers upon a stated subject, they are often quite

willing to give recitations or to assist in furnishing music. It is well that a limited time at each session be given over to music, readings, or recitations. The officers are advised to not only consider the capabilities and accomplishments of the members when arranging programmes, but to consider also the advisability of inviting school teachers, bakers, butchers, doctors, dentists, ministers, etc., to give addresses upon topics of interest to the home-maker.

The Provincial Board of Health and similar organizations issue, from time to time, information upon contagious and infectious diseases, and other matters affecting the health and comfort of the home. Copies of these pamphlets will be furnished to officers of Women's Institutes and may well form the basis for discussion at some of the regular meetings of the Institutes.

The Canadian Association for the Prevention of Consumption and other forms of Tuberculosis also issues annual reports and leaflets, and these will be furnished to the Institutes in any quantity desired.

General Food Subjects.

- The chemistry of cooking.
- Chemical composition of foods.
- The nutritive value of foods.
- The energy or force of foods.
- The cost of various foods in proportion to their nutrients and energy.
- Animal and vegetable foods—,comparative uses, value and cost.
- Economy in the use of foods.
- Food requirements of the body in health and disease.

Water.

- Its sources and supplies.
- Its impurities and dangers.
- Its uses to the body in health and disease.

Ice.

- Its sources and dangers.
- Its usefulness in health and in illness.

Frozen Foods.

- Their composition and value.
- Their use in health and illness.
- Making and serving ice-creams and ices.

Milk.

- Use of milk and cream on the table.
- The food value and the dangers of milk.
- The dangers of milk as an exclusive diet for children.

Foods made from milk.

The milk supply.

Selection of cows for milk; their food and water supply.

Care of the cow and her udder.

Cleaning and sterilizing dairy utensils.

Butter and Cheese.

The making, keeping, and marketing of butter.

Cottage cheese.

Cheese as food; its uses on the table.

Poultry.

The value and use of eggs.

Egg production in winter.

Selection and care of hens.

Fowls as food; cooking and carving.

Feeding chickens for the market.

Meats.

Meats—their composition and cooking.

The selection of meats in the markets; best ways of cooking each cut.

Fish as food.

Vegetables.

The summer vegetable garden on the farm.

Winter vegetables—their growth and methods of keeping.

The value of vegetables in the diet.

The kinds of vegetables and their food value—starchy, succulent, nitrogenous.

The preparation of vegetables for the table.

Fruits.

The value of fruits as food; their use in our diet.

The small fruits of our country, their growth and value.

Canning and preserving fruits.

Desirable varieties of apples; their keeping qualities.

Bread.

Wheat—varieties, as hard and soft, and the uses of each.

Flour—its production and use.

Yeast—history and growth and comparative value of different kinds.

Bread-making.

Varieties of breads and bread stuffs.

Plain breads. Fancy breads.

Cereals.

The value of cereals as breakfast foods.

How to cook cereals.

Salads.

Green salads.
 Meat and vegetable salads.
 Nuts and fruit in salads.

Desserts.

Pies.
 Puddings—varieties; uses in the family diet; value.
 Fruits.

Cake.

Cookies and doughnuts.
 Ginger breads.
 Layer cakes.
 Loaf cakes.

Drinks.

Tea and coffee.
 Chocolate and cocoa.
 Summer drinks.

Sanitation.

The disposal of house sewage.
 Disposal of garbage and waste.
 Care of sinks, sewers and water closets.
 Location and care of earth closets.
 Care of the cellar.
 Contamination of wells by drainage from house and barn.
 Sanitary condition of stables.
 Care of the sleeping-room.
 Sunshine as a disinfectant.
 Physiological effects of light and heat.
 Dust and microbes.
 Disinfection.
 How to vanquish dust.
 Ventilation.

Hygiene.

Nursing and care of the sick.
 How to keep young.
 Prevention and cure of colds.
 Care of the teeth.
 Are plants injurious in sleeping-rooms?
 Physical culture.
 Value of sunshine, pure air and the bath.
 Improving the health and strength of our daughters.
 Domestic hygiene.
 Feeding of children.
 Personal hygiene.
 Simple home remedies.

Patent medicines.
 Prevention and cure of consumption.
 First aid to the sick and injured.

Home Surroundings.

How to have and care for a good lawn.
 Flowers and shrubs that are easy to grow.
 Location of the house and barn.
 Cleanliness of the surroundings of the home.
 Vegetable and small fruit gardens.
 Value of vines and climbers.
 House plants and winter flowers.

Architecture of the Home.

Separation of the living-rooms from the working-rooms—
 kitchen and laundry.
 Plan and arrangements of kitchen and pantry.
 Requisites of a living-room.
 Requisites of a sick-room; its convenience for isolation
 and for nursing.
 Cellars—their uses and abuses.
 The bath-room, store-rooms, and closets.
 Heating and ventilation; value of different methods; cost
 of different methods.
 Plumbing.

House Furnishing.

Color and its effects on interiors.
 Carpets—their manufacture and selection.
 Curtains—manufacture of various kinds; selection for
 homes; their effect upon health.
 Pictures and their uses.
 The furnishing of a living room for comfort.
 The furnishing of a guest chamber.
 The daughter's private room.
 The son's private room.

The Table.

The linen and its care. How, what, and when to buy.
 The china and its care.
 Cutlery and its care.
 Care of glass and silver.
 Table decorations.
 Table service.
 Simple meals, well cooked and nicely served—their re-
 fining influence.

Home Management.

Domestic help—their treatment, training, duties, and
 rights.

Waste and economy of food materials, fuels, etc.

Labor-saving appliances.

A week's work for a busy housewife.

Daily and weekly programme of work.

Insect pests of the house.

How to wash and iron.

Making soap.

The modern home and our Institutes as schools of Domestic Science.

Kitchen conveniences.

Systematic housecleaning.

Cleaning the cellar and attic.

Quilting.

Saving steps.

Keeping moths out of clothing.

Care of lamps.

Floors; hardwood versus carpets.

The care of floors.

Sweeping and dusting.

The care of carpets, rugs and curtains.

Care of furniture.

Washing of fine woollens, blankets and bedding.

Care of beds and bedding.

Care of clothing.

Use for old carpets.

The cost of living.

The household share of the income.

Living on an allowance.

How to save expenses.

Waste through injudicious buying.

Waste in the kitchen.

A dinner for four for one dollar.

The Family.

The rights of children.

Home duties of girls.

Home duties of boys.

Special duties for children as a means of teaching them responsibility.

Training of children.

Allowances for children.

Home influence on the young.

Wholesome reading for boys and girls.

What should a child be taught before starting school?

Co-operation between home and school.

The place of patriotism in the child's education.

Indoor and outdoor games for the family.

A girl's possibilities.

- Value of cheerfulness.
- Worrying versus cheerfulness.
- The evils of fault-finding.
- Meaning and purpose of culture.
- Courtesy and good manners in the home.
- Table manners.
- Place of music in the home.
- Good form in public places.
- The rights of parents.
- Duties of mothers.
- Books that are best.
- Periodicals for the family.
- Most profitable outings for the family.
- How to create and preserve that atmosphere which gives character to the home.
- How to start a home library.
- How and when to rest.
- The importance of rest and recreation in the life of the home-maker.
- The advantages of separate purses in the family.
- Good form in public places.
- The farmer of the twentieth century.
- The twentieth century farmer's wife.
- Duties of the guest to host and hostess.
- The School.*
 - Purpose and educational value of school gardens.
 - Beautifying rural school grounds.
 - Rural school sanitation.
 - Furnishing and decorating the school house.
- Miscellaneous.*
 - How much are we worth?
 - How to make our Institute meetings simple, entertaining, interesting.
 - Home life in the large cities of America.
 - Effects of home influences upon our national and political life.
 - How we are benefited by meeting together.
 - Uses of paper.
 - Uses of glycerine.
 - Dress as an expression of personality.
 - Our bird and insect friends.
 - How to care for domestic animals.
 - Our country's resources.
 - Biographical sketches of great Canadians.
 - Canadian authors and their works.
 - Value of travelling libraries to rural communities.

Value of reading circles.
 Benefits and pleasures of a Macdonald Institute training.
 Success from various standpoints.
 House plants.

For the guidance of those who are held responsible for preparing programmes for the different months, we give below a number of subjects which are considered specially suited to the different seasons. Selections may be made from these and the more complete list given on preceding pages.

January.

Suggestions as to work.
 Thoughts on the opening year.
 The best cereals and how to prepare them.
 Winter evenings in the country.
 Why should our homes be open to young men in town?

February.

Tempting dishes for invalids.
 Home nursing.
 Best methods of preparing fish.
 The twentieth century boy.
 Tuberculosis.

March.

Spring sewing (interchange of patterns).
 Essay on "Spring, its beauty and work."
 Easter thoughts.
 Different methods of preparing eggs; their food value.

April.

Flowers and bulbs, seeds and farm gardening.
 Compare the seed sown in the ground with seed sown in our homes.
 What dishes to prepare when appetites require coaxing.
 Contagious diseases.
 Cleanliness of home surroundings.

May.

Flowers of May—Blossoms in our homes—Young girls.
 Day in the woods.
 Prosperity of Canada, and memories of our Queen.
 Milk—use and care.
 Which are the best months to pack butter?
 Different methods of preserving butter.

June.

The month for picnics—Invite your friends.
 Summer girl.
 Visit to country.

Life as compared to a leaf.
 Food value of strawberries—canning.
 How to prepare simple meals in berry time.
 Sociability.

July.

Holiday time.
 Summer.
 Summer drinks.
 Cool dishes for summer.
 Value of change of air and scenery.
 Modes of dressing.
 Value of bath.—When and how to take it.
 Care of children in summer season.
 Value of rest in hot season.
 Recipes for cherry pie and cherry pudding.

August—Harvest time.

Why is Autumn so beautiful in Nature? Compare it with the Autumn of our lives.

Salads.
 Canning fruits.
 Pickles.
 Friendship.

September.

Our County fairs.—Why all should exhibit.
 Exhibition and education—Seeing resources of our fair Dominion.

What we learn by attending exhibitions.
 Peaches.
 Plums.
 Inventions of women—Inventions to save work.
 The servant girl problem.

October.

Agriculture in Public schools.
 How to prepare Thanksgiving dinner.
 Old-fashioned paring bees and quilting bees.
 Books we should read.
 A girl's duties in the home.
 Hallowe'en pleasures.

November.

How to treat our teachers.
 Games and home amusements for the young.
 Five o'clock teas.
 Apples—Their value—How to prepare them.
 Thanksgiving for prosperity and welfare of our Dominion.

December.

Why slaughter our forests—What measures to take to induce men to plant trees.

Christmas cake and pudding recipes.

Inexpensive Christmas gifts.

How to help our members to have a merry Christmas.

Our year's work—Thoughts on closing year.

THE HOUSEWIFE'S CALENDAR.

January.

"Even as the matron at her mighty task,
With pensive labor draws the flaxen thread,
The wasted taper and the crackling flame
Forstall the blast."

Clothe the children warmly, provide the table with heat-producing and muscle and brain-building foods, keep the house warm but thoroughly ventilated. Now is the time to buy whitewear and make it up. Many special inducements are offered by merchants to the housewife; nor is it too early to lay in a few preparations for the coming Christmas—in fact, January has a great many special advantages, outside of marmalade.

February.

"St. Valentine was a man of most admirable parts, and so famous for his love and charity that the custom of choosing Valentines upon his festival took its rise from thence."

The days grow longer. Watch the health of the household; old people and children must be carefully guarded. Watch the boots and rubbers, let there be no damp feet. Be interested in the children's valentines. Help them with their rhyme-making, always approving of kindly ones and discouraging the unkind. This is the time for quilt-making.

March.

"Beware the Ides of March."

Modify the diet a little, introducing stewed prunes; creamed, stewed onions; more canned fruits and less preserve and jellies. Spring is not far off. See that the supply of table linen, sheets, towels, etc., is made up. Dry feet and keeping warm will prevent much sore throat and colds.

April.

"There is blue in the sky, and there's balm in the air,
And a mystical charm seems to lurk everywhere."

Spring's in the air. Now is the time to sow sweet peas. There is the flower garden and the kitchen garden. Have the seeds all ready. Watch the apples and vegetables, removing the poor ones. Keep the blankets in use and the furs for there are yet cold days. Give the brooding hen her nest of eggs. The early pullet makes the winter layer.

May.

"Dear common flower, that grow'st beside the way,
Fringing the dusty roads with harmless gold.
First pledge of blithsome May."

Keep a bright fire, but open wide the windows, lift the carpets, wash the curtains. Pack furs and blankets in moth-proof bags or boxes. Now for the flower and vegetable gardens. Encourage the rose bushes by a little digging about their roots. Plan the May work so that you may have more time to enjoy June.

June.

"And what is so rare as a day in June?
Then, if ever, come perfect days."

Live out of doors as much as you can. Look after the roses, spray them and the currant bushes with a solution of Paris green. Feed the new chickens with dry oatmeal, supply grit and clean water. Keep them in a dry place. Plan picnics and nature study parties, for soon the strawberries will ripen and small fruit preserving will begin.

July.

"I remember, I remember, how my childhood flitted by,—
The mirth of its December and the warmth of its July."

Introduce vegetable foods, and cut down the meat diet. However, it is quite essential to see that proper brain and muscle food is given. Whole wheat breads, graham gems, eggs, omelettes, rice, nuts, with a plentiful allowance of strawberries, and raspberries served with cream are very desirable as summer foods. Then we must have cooling salads, for which what is more crisp or coaxing than lettuce?

See that the men in the field are supplied with cool drinks; probably nothing is more generally satisfactory for this purpose than a handful of oatmeal in a small pail of water. Work early in the morning and rest at mid-day. Have hammocks and lounges in convenient places.

August.

" We shut our eyes, and flowers bloom on ;
We murmur, but the corn ears fill ;
We choose the shadow, but the sun
That casts it shines behind us still."

And still there is fruit and more fruit to be stored away for winter. It is almost impossible to get too many tomatoes canned for soups, and even for use as a fruit. The milk cans must be rinsed with cold water, washed and so very thoroughly scalded, as in fact every vessel containing milk must be, if the very highest results would be attained. See that all domestic animals and fowls have a liberal supply of water. Cut slips from geraniums and other house plants for winter blooming.

September.

" O Painter of the fruits and flowers !
We thank Thee for Thy wise design
Whereby these human hands of ours
In Nature's garden work with Thine."

Now the plums, peaches and pears are beginning to drop. The pickles must be bottled. In all this work keep an eye on the garbage; see that it is all disposed of so that the September rains may not carry typhoid and other diseases into the wells.

October.

" And soon or late, to all that sow,
The time of harvest shall be given ;
The flower shall bloom, the fruit shall grow,
If not on earth, at least in heaven."

And now we must think of winter. There are choice apples to be carefully wrapped in paper and laid away for the coming spring. These are nutting days, and what happier days do children live? Let them gather the supply for the long winter evenings when tales of heroic deed, and human kindness imbed themselves into child natures. Dress the boys and girls in warm clothing, early in the season. Keep them out playing. Have warm suppers and high teas, adding more

meat and heat-producing foods. There is nothing more inviting at this time of year than a warm fireside. Then there is the Christmas cake and the pudding to be made. They will taste all the better for a few weeks' wait.

November.

"This is November—let us rest;
Close on her heels, the festive time."

What a busy month, with the storing of winter roots, the preparation for hanging storm doors, the last planning of cellar space and root houses. Prune the rose bushes well back. Have all shrubs mulched and protected with straw. Do not forget the prolific currant bush. See that chicken houses are made dry and comfortable, with plenty of light and not too warm. Much of winter's comfort, both for man and beast, depends upon these timely preparations. Again we welcome blankets and furs!

December.

"At Christmas play, and make good cheer,
For Christmas comes but once a year."

The best time to prepare for Christmas is a little all along; then there is no strenuous life to take away its sweetness when it does come. Sometimes a home-made gift is a very acceptable one, but see that no useless, expensive dust-catching article is made when for a small expense some dainty practical thing could be purchased. Do not doubt the receiver will appreciate it. Do not leave Christmas shopping to December, when the shops are crowded and hurried. Consult with the family as to choice of papers and journals. Have suitable books for the winter evenings. Make home the jolliest place in the world for the children. Have all sorts of amusements, debates. Have music and song.

COST AND COMPARISON BY WEIGHT AND BULK OF FOODSTUFFS.

<i>Foodstuffs.</i>	<i>Quantity.</i>	<i>Weight.</i>	<i>Cost.</i>
			\$ c.
<i>Flour.</i>			
Bread	1 cup	4 oz.	.007
Household	1 cup	4 "	.007
Pastry	1 cup	4 "	.005
Whole wheat	1 cup	4 "	.0075
Graham	1 cup	4 "	.0075

Rice.

Best	1 cup	8 oz.	\$0.05
Common	1 cup	8 "	.03
Flour	1 cup	8 "	.05

Sugar.

Granulated	1 cup	8 "	.03
Extra ground	1 cup	8 "	.04
Fruit	1 cup	8 "	.05
Icing	1 cup	7½ "	.045

Spices, etc.

Ground cinnamon	1 cup	4½ "	.23
" cloves	1 cup	4½ "	.23
" mustard	1 cup	5 "	.09
" ginger	1 cup	4½ "	.11
" allspice	1 cup	4½ "	.11
" white pepper.....	1 cup	6 "	.1875
Rolled oats	1 cup	3½ "	.008
Rolled wheat	1 cup	3 "	.0075
Corn starch	1 cup	5½ "	.034
Sago	1 cup	6¾ "	.03
Tapioca	1 cup	7 "	.035
Peas (split)	1 cup	8 "	.025
Beans (white)	1 cup	5½ "	.015
Cocoa	1 cup	5 "	.15
Cream of tartar	1 cup	6½ "	.16
Baking soda	1 cup	4 "	.01
Vinegar	1 cup025
Molasses	1 cup025
Golden syrup	1 cup037

Note.—1 cup= $\frac{1}{2}$ pint; 16 tablespoons=1 cup; 3 teaspoons=1 tablespoon; 1 egg=approximately 4 tablespoons; 4 cups grated cheese=1 pound.

Thickening proportions to 1 cup liquid allow: 1 tablespoon corn starch, $\frac{3}{4}$ tablespoon arrowroot; 1½ tablespoon wheat flour.

Proportion suitable for hot mixtures (to 1 cup liquid)—

$\frac{1}{2}$ tablespoon corn starch—a very thin sauce or a thin laundry starch.

1	"	"	"	—a thin sauce; pudding sauce.
2	"	"	"	—a thick sauce.
3	"	"	"	—a very thick sauce, as for croquettes.

Proportions suitable for cold mixtures (to 1 cup liquid)—

$\frac{1}{2}$ tablespoon cornstarch—cold laundry starch.

1½	"	"	"	—pudding to be served from dish.
2	"	"	"	" " " " moulds (small).
3	"	"	"	" " " " (large).

Allow 4 tablespoons, or 1 oz., gelatine to from 3 to 3½ pints liquid for a set jelly to turn from mould.

For cream soups allow ¼ cup vegetable pulp to 1 cup sauce.

For croquettes allow 2 cups meat or fish to 1 cup sauce.

Note.—*Level measurements used in all cases.*

LIST OF BOOKS RECOMMENDED FOR USE OF WOMEN'S INSTITUTES.

These can be secured at prices indicated if ordered through Geo. A. Putnam, Superintendent of Women's Institutes, Toronto, Ont.

Remittance must accompany order. Postage and express charges to be paid by Institute sending order.

(Note.—The quotations given are subject, of course, to changes in prices as announced by publishers from time to time.)

Food and Cooking.

The Science of Nutrition—Atkinson	\$1 00
Plain Words About Food—Richards	1 00
Food and Its Functions—Knight	90
Practical, Sanitary and Economic Cooking—Abel	40
Food Products of the World—Green	1 50
Food and Feeding—Sir H. Thompson	1 23
The Century Cook Book—Ronald	1 60
Boston Cooking School Cook Book—Farmer	1 70
Bread and Bread Making—Rorer	50
Chemistry of Cooking and Cleaning—Richards	1 00
Chemistry of Cooking—Williams	1 20
Canning and Preserving—Rorer	50
Handbook of Invalid Cookery—Boland	1 80
Salads, Sandwiches and Chafing Dish Dainties—Hill...	1 25
Diet in Sickness and Health—Saunders	1 40
Food and the Principles of Dietetics—Hutchison	2 85
Cost of Food—Richards	95
Food Materials and their Adulterations—Richards	1 00
Elements of the Theory and Practice of Cooking	90

Sanitation and Hygiene.

Home Sanitation—Richards	25
The Cost of Living as Modified by Sanitary Science— Richards	95
Primer of Hygiene—Reynolds	33
The Story of Bacteria—Prudden	68

Dust and its Dangers—Prudden	\$o 68
Drinking Water and Ice Supplies—Prudden	68
The Story of Germ Life—Conn	25
Air, Water and Food—Richards and Woodman	I 85
How to Drain a House—Waring	I 13
Women, Plumbers and Doctors—Plunkett	I 13
The House that Jill Built—Hardner	90

Children.

The Rights of Children—Wiggin	80
Study in Child Nature—Harrison	I 00
Concerning Children—Gilman	I 13
Early Training of Children—Malleson	70
How to Feed Children—Hogan	95
In the Child's World—Emilie Poulson	I 90

Miscellaneous.

How to Keep Well—Crandall	I 43
Nursing—Levis	45
Home Nursing—Harrison	90
Tuberculosis as a Disease of the Masses, and How to Combat it—Knapp	50
The Human Hair; Its Care and Preservation—Stillwell.	I 19
The Home—Its Work and Influence—Gilman	I 35
Economic Function of Women—Devine	15
Home Economics—Parola	I 20
Husband, Wife and Home—Gess	70
Physical Training for Children—Hancock	I 15
Physical Training for Women—Hancock	I 15
Japanese Physical Training—Hancock	I 15
Domestic Service—Salmon	I 70
Hostess of To-day—Larned	I 20
The Expert Waitress—Levis	45
Practical Dress Making—Broughton	75
Laundry Manual—Balderson and Limerick	50
Nature Study for Elementary Schools—Wilson	81
Handbook of Domestic Science and Arts for Elementary Schools—Wilson	90
Flowers and How to Grow Them	35
Vegetable Gardening—Green	90
How to Teach Kitchen Garden—Huntington	2 85
A Woman's Hardy Garden—Ely	I 67
How to Plan Home Grounds—Parsons	95
The Outlook to Nature—Bailey	I 19

The A B C of Bee Culture—Root	\$1 13
Homes and Their Decoration—French	2 85
Principles of Home Decoration—Wheeler	1 71
The Book of the Dairy—Fleschmann	2 60
How to Enjoy Pictures—Emery	1 50
Longman's Complete Course of Needlework, Knitting and Cutting Out—James.....	1 90
A Book of Mortals—Steel	2 70
Education—Spencer	35
Aims of Literary Study—Corson	60
The Little Kingdom of Home—Sangster	1 35
Three Hundred Things a Bright Girl Can Do—Kelley ..	1 40
Helps to Ambitious Girls—Drysdale.....	1 13
Sesame and Lilies—Ruskin	25
Ethics of the Dust—Ruskin	25
Power Through Repose—Call	80

Magazines.

As the subscription rates are frequently changed, no prices are given for the following magazines. Current rates will be quoted upon application.

Everyday Housekeeping.
Good Housekeeping.
Delineator.
Harper's Bazar.
Ladies' World.
Ladies' Home Journal.
Modern Priscilla.
Weldon's Ladies' Journal.
Woman's Home Companion.
The Home Journal.
Weldon's Journal of Children's Fashions.
McCall's Magazine.

While we have not given the names of standard authors or literary works, we highly recommend the reading and study of such literary works as are best suited to the tastes of the members. A limited amount of such study and entertainment will be found of value in creating and maintaining an interest.



An attractive grouping of flowers, vines, and trees. A similar lawn can be secured at a nominal cost.

PATRIOTIC SONGS.

GOD SAVE THE KING.

God save our gracious King,
 Long live our noble King,
 God save the King.
 Send him victorious,
 Happy and glorious,
 Long to reign over us,
 God save the King.

Thy choicest gifts in store,
 On him be pleased to pour ;
 Long may he reign ;
 May he defend our laws,
 And ever give us cause
 To sing with heart and voice,
 God save the King.

RULE BRITANNIA.

When Britain first at Heaven's command,
 Arose from out the azure main,
 This was the charter of the land,
 And guardian angels sang this strain :

Chorus :—Rule Britannia, Britannia rules the waves,
 Britons never shall be slaves.

The nations not so blest as thee,
 Shall in their turn to tyrants bend,
 Whilst thou shalt flourish, great and free,
 And to the weak protection lend.

To thee belongs the rural reign,
 Thy cities shall with commerce shine,
 And lands far o'er the spreading main,
 Shall stretch a hand to grasp with thine.

THE MAPLE LEAF.

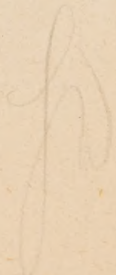
In days of yore, from Britain's shore,
 Wolfe the dauntless hero came,
 And planted firm Britannia's flag
 On Canada's fair domain.
 Here may it wave, our boast, our pride,
 And joined in love together,
 The Thistle, Shamrock, Rose entwine
 The Maple Leaf forever !

Chorus :—The Maple Leaf, our emblem dear,
 The Maple Leaf forever,
 God save our King, and Heaven bless
 The Maple Leaf forever !

At Queenston Heights and Lundy's Lane,
 Our brave fathers, side by side,
 For freedom, homes and loved ones dear,
 Firmly stood and nobly died ;
 And those dear rights which they maintained,
 We swear to yield them never !
 Our watchword evermore shall be,
 The Maple Leaf forever !

Our fair Dominion now extends
 From Cape Race to Nootka Sound.
 May peace forever be our lot,
 And plenteous store abound ;
 And may those ties of love be ours
 Which discord cannot sever,
 And flourish green o'er Freedom's home
 The Maple Leaf forever !

On merry England's far famed land
 May kind Heaven sweetly smile ;
 God bless old Scotland evermore,
 And Ireland's Emerald Isle !
 Then swell the song, both loud and long,
 Till rocks and forest quiver,
 God save our King, and Heaven bless
 The Maple Leaf forever !



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